

SAA Newsletter

Society of American Archivists, The Library, Post Office Box 8198
University of Illinois at Chicago Circle, Chicago, Illinois 60680

JANUARY 1978

PAPERWORK PANEL REPORTS

The final summary report of the Commission on Federal Paperwork was delivered to Congress and the White House in October 1977. The report, signed by Commission chairman Frank Horton (D-NY), identified three major goals: "a substantial reorganization of government administrative and management machinery which affects the federal paperwork process; a new philosophy of service management so that laws, rules and regulations are made in a context of true consideration and participation with the people; and a continuation and expansion of effort to cut paperwork which has already been mounted by the administration."

The panel made over 770 separate recommendations to help achieve these goals. One major Commission recommendation suggests that the President and the Congress should consider consolidating the central administrative functions of government into a new Department of Administration. The Cabinet-level agency would include the National Archives and Records Service whose responsibilities in the panel's area of concern include records management in the federal government and the preparation and publication of the *Federal Register*.

The cost of federal paperwork was a major concern of the Commission. It was estimated by the panel that dollars spent on paperwork may exceed \$100 billion a year, or about \$500 for each person in the country.

One of the Commission's impact studies evaluated the effect of federal paperwork on state and local governments. Six municipalities and
(con't. on p. 2)

CETA IMPORTANT FOR UNIV. OF LOUISVILLE'S ARCHIVES PROGRAM

"We archivists can't afford to be slow in seizing opportunities like CETA," said William J. Morison, director of the university archives and records center at the University of Louisville. Morison's program now employs sixteen full-time people, twelve of whom are paid via CETA. He began hiring CETA personnel in April 1975. Some are professional archivists and records managers, with the maximum CETA salary, \$10,000. Others are clericals with salaries at the grade levels for their positions within the University.

According to Morison, "CETA has enabled us to create what I believe is one of the strongest archives-records programs in the nation."

The Comprehensive Employment and Training Act, CETA, was approved by Congress in 1973 to create federally-funded public service jobs for the unemployed. (See *SAA Newsletter*, July 1977, p. 1.) The program is administered in localities by some 500 "prime sponsors." To locate the prime sponsor for a particular area, contact the regional Employment and Training Administration Office of the Department of Labor.

There is considerable diversity in the administration of CETA funds in various communities. However, it is clear that archival projects can qualify as appropriate for support under Titles I and VI of the Act.

Observers believe that CETA funding will be expanded under the Carter administration's economic stimulus program.

PAPERWORK (CON'T FROM P. 1)

nine counties collected data on the paperwork impact of certain federal programs. State impact data were developed through an aggregate approach which distinguished between core and noncore costs. Cost accounting was described as an approach to measurement of federal paperwork at the state level, using the budget of California as an example. The Commission's estimate of the annual cost of federal paperwork to state and local governments was \$5 to 9 million per year.

Critics of the Commission have charged that some of the Commission's figures are without adequate foundation.

Copies of all Commission reports were distributed to the Federal Depository Library System. They are also available for purchase from GPO. Superintendent of Documents, United States Government Printing Office, Washington, DC 20402.

KISSINGER TRANSCRIPTS RULED PUBLIC PROPERTY

A federal district judge ruled in December that 33,000 transcript pages of Henry Kissinger's telephone calls were public property, not private possessions.

The documents are presently deposited in the Library of Congress with Kissinger's other papers under access restrictions established by the former Secretary of State. Judge John Lewis Smith, Jr. ordered that the records must be returned to the State Department and made available to the public on the same basis as other government materials.

"The records in dispute here," Judge Smith ruled, "were produced not only in accordance with department regulations, but also on government time and with the aid of department employees, equipment, materials, and other public resources. Having been prepared and transcribed in the discharge of his official duties, the notes are property of the United States." (See *SAA Newsletter*, March, 1977, p. 3.)



"FIRST OF ALL, YOU NEED TO SET UP A DEPARTMENT OF PAPERWORK..."

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COPYRIGHT REGULATIONS REQUIRE POSTED NOTICES, WARNINGS ON REPRODUCTION ORDER FORMS

A notice in the November 16, 1977 *Federal Register* provided archival institutions with the texts of warnings which must be placed near the desk where orders for copies are accepted, and on the order form itself.

The regulation, which is an addition to Part 201 of 37 CFR Chapter II, is as follows:

201.14 Warnings of copyright for use by certain libraries and archives.

(a) *Definitions.* (1) A "Display Warning of Copyright" is a notice under paragraphs (d) (2) and (e)(2) of section 108 of Title 17 of the United States Code as amended by Pub. L. 94-553. As required by those sections the "Display Warning of Copyright" is to be displayed at the place where orders for copies or phonorecords are accepted by certain libraries and archives.

(2) An "Order Warning of Copyright" is a notice under paragraphs (d)(2) and (e)(2) of section 108 of Title 17 of the United States Code as amended by Pub. L. 94-553. As required by those sections the "Order Warning of Copyright" is to be included on printed forms supplied by certain libraries and archives and used by their patrons for ordering copies or phonorecords.

(b) *Contents.* A Display Warning of Copyright and an Order Warning of Copyright shall consist of a verbatim reproduction of the following notice, printed in such size and form and displayed in such manner as to comply with paragraph (c) of this section:

NOTICE

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

(c) *Form and Manner of Use.* (1) A Display Warning of Copyright shall be printed on heavy paper or other durable material in type at least 18 points in size, and shall be displayed prominently, in such manner and location as to be clearly visible, legible, and comprehensible to a casual observer within the immediate vicinity of the place where orders are accepted.

(2) An Order Warning of Copyright shall be printed within a box located prominently on the order form itself, either on the front side of the form or immediately adjacent to the space calling for the name or signature of the person using the form. The notice shall be printed in type no smaller than that used predominantly throughout the form, and in no case shall the type size be smaller than 8 points. The notice shall be printed in such a manner as to be clearly legible, comprehensible, and readily apparent to a casual reader of the form.

(17 U.S.C. 207, and under the following sections of Title 17 of the U.S. Code as amended by Pub. L. 94-553: 108; 702.)

* * * * *

It should be emphasized that section 108 of the new act grants to libraries and archives which are open to the public or accessible to outside researchers the right to make a copy of a copyrighted work for their own collections and the right to make a copy for a user under certain circumstances. Archives also have "fair use" rights under Section 107 of the legislation. Many observers feel that it will be rare for archival institutions to be involved in photocopying practices which go beyond the limits authorized by the copyright law. Copies of the revised law and issuances of the Library of Congress concerning the act may be obtained from the Copyright Office, Library of Congress, Washington, DC 20559.

A future edition of the *SAA Newsletter* will feature questions and answers about the implication of the new law for archival administration. Members are invited to submit their questions to the office of the executive director.

NOMINATIONS FOR SAA FELLOWS SOLICITED

The SAA Committee on Professional Standards urges the Society's membership to nominate persons for election as Fellow in 1978.

Election of Fellows is by majority vote of the Committee on Professional Standards, composed of the seven most recent past presidents of the Society. The 1977-78 Committee will be chaired by Robert M. Warner, Michigan Historical Collections.

According to the constitution, candidates for Fellow must have been individual members of the Society in good standing for the past five years. The Committee on Professional Standards is also guided by the following criteria:

- A. Appropriate academic education and professional and technical training in any of the fields of the Society's interest.
- B. Professional experience in any of the fields of the Society's objectives, of a minimum of five years, which shall include evidence of professional responsibility. Contributions to the profession which demonstrate the possession of initiative, resourcefulness, and professional morale.
- C. Writings of superior quality and usefulness in contributing toward the realization of the Society's objectives.
- D. Contributions to the archival profession through active participation in the Society of American Archivists and innovative or other outstanding work on behalf of the Society.

Any SAA member is eligible to nominate another member for Fellow of the Society. For a nomination form, write to Karen Hawker, SAA headquarters office.

Completed forms must be received by Robert M. Warner, Chairman of the Committee on Professional Standards, by May 1. The Society's 1978 Fellows will be announced as a feature of the Presidential Banquet at the Nashville annual meeting.

SAA Executive Director Ann Morgan Campbell sustained serious injuries in an automobile accident October 9. She has been released from the hospital and is now recuperating at home.

OAH/SAA LUNCHEON APRIL 13

Professor Richard M. Brown, College of William and Mary, will deliver a paper entitled "Archives of Violence" at the SAA/OAH Luncheon. The luncheon will be held Thursday, April 13, Noon - 2:00 PM. The session will be held in conjunction with the annual meeting of the Organization of American Historians at the Statler Hilton in New York City April 12 - 15. Tickets will be available at OAH registration.



INTRODUCTORY COURSE OFFERED

The Tusculum College Archives will host a 2-day workshop April 17 & 18 on the campus of Tusculum College, Greenville, Tennessee. The workshop will be directed towards beginning archivists, interested librarians, and historians. Ruth Helmuth, University Archivist at Case Western Reserve University will be the keynote lecturer. Enrollment will be limited. For further information contact Carla B. Bewley, Box 77, Tusculum College, Greenville, TN 37743.

Basic Workshop Program

Austin, Tex.	Feb. 12-17
South Hadley, Mass.	Apr. 30-May 5
Berkeley, Calif.	July 16-21
Nashville, Tenn.	Oct. 1-6

For further information and an application, contact SAA, The Library, University of Illinois at Chicago Circle, PO Box 8198, Chicago, IL 60680. The application deadlines are as follows: Austin - January 15; South Hadley - March 15; Berkeley - June 1; Nashville - August 15.

LETTER OF THE MONTH



General Services Administration - Region 2
26 Federal Plaza
New York, NY 10007

November 29, 1977

Ms. Ann Campbell
Executive Director
Society of American Archivists
The Library
P. O. Box 8198
University of Illinois
Chicago, Ill. 60680

Dear Ms. Campbell:

You are invited to attend a special meeting regarding the President's Reorganization Project as it relates to the General Services Administration on Monday, December 12, 1977, from 2:00 p.m. to 4:00 p.m. in Room 305 at the Federal Building, 26 Federal Plaza, New York, NY.

The purpose of the meeting will be to interface the team members of the Government Task Force with selected GSA contractors located in Region 2. The agenda will include, but not be limited to the following subjects:

- a. The role played by GSA contractors in providing GSA with the capabilities to perform centralized support services to federal agencies.
- b. Changes that may be required in the way government deals with business and industry.
- c. Development of ways and means to achieve greater efficiencies and economies in the acquisition and delivery of supplies and services.

We hope you will accept this opportunity to participate and provide input to this major government reorganization project.

Please let my office know (264-2600) the name of your company representative that will attend this meeting.

Sincerely,


GERALD J. TURETSKY
Regional Administrator

From the editors: The Society is puzzled by this letter. SAA a government contractor? More importantly, can the National Archives, one of GSA's components, be discussed in terms of a, b, and c? Apparently, GSA is still not attuned to the needs of the Archives, one of the nation's most important cultural institutions. The National Study Commission on the Records and Documents of Federal Officials, as well as numerous professional organizations, have called for independence of the National Archives from GSA.

NHPRC GIVES \$296,352 FOR ARCHIVAL PROJECTS

The National Historical Publications and Records Commission has 1.5 million dollars to award for records projects during the federal government's present fiscal year. The following were approved by NHPRC at its November 17-18 meeting.

Rosenberg Library, Galveston, Texas: \$14,500 for preservation, creation of finding aids, and preparation of a guide to the Library's manuscript and archival collection.

Rowland E. Robinson Memorial Association of the Rokeby Museum in Ferrisburgh, Vermont: \$9,927 for the arrangement, description, and microfilming of the papers of the Robinson and Clark Stevens families.

Pennsylvania Historical and Museum Commission, Harrisburg, Pennsylvania: \$5,950 for three regional workshops for training in archival techniques for local historical societies.

Archives of the North Carolina Synod, Lutheran Church of America, Salisbury, North Carolina: \$17,480 in support of preservation, arrangement, description, and repository development.

American Association for State and Local History, Nashville, Tennessee: \$22,675 for preparation and publication of a book on the management, preservation, and research uses of local government records.

Archives and Area Research Center of the University of Wisconsin, Parkside, Wisconsin: \$30,461 for a records survey of manufacturing firms in Racine and Kenosha, Wisconsin.

Atlanta University, Atlanta, Georgia: \$28,804 for the accessioning and beginning arrangement and description of the records of the Southern Regional Council.

Highlander Research and Education Center, New Market, Tennessee: \$19,850 (matching offer) for preservation, arrangement and description of collections.

Auburn University Archives, Auburn, Alabama: \$2,000 to clean and copy nitrate photo negatives in the J.F. Knox Collection.

Historical Collections, Michigan State University, Lansing, Michigan: \$3,000 for transfer of glass plate negatives in the Allan Thompson photo collection to safety film negatives.

Rhode Island Chapter of Archives of American Art, Providence, Rhode Island: \$7,950 (matching

offer) for microfilming archival and mss. material relating to art and artists in Rhode Island history.

City of Saratoga Springs, New York: \$5,501 to support the development of the city's archival program.

City of Buffalo, New York: \$19,028 for the microfilming of the Buffalo Common Council Minutes, 1832-1900.

Emory University, Atlanta, Georgia: \$7,494 (matching offer) for a descriptive inventory of the papers of Charles Holmes Herty, an early 20th century chemist.

Archives and History Bureau, New Jersey State Library, Trenton: \$20,500 for the first year of a two-year project to survey county records of historical value in New Jersey and to develop improved programs for county records in the State.

The Departments of Administration, Local Affairs and Development, and the State Historical Society of Wisconsin, Madison, Wisconsin: \$53,415 for a two-year project to appraise and develop procedures and disposition schedules for municipal records in Wisconsin and to work with local officials toward improved municipal records programs.

Research Center for the Federal Theatre Project, George Mason University, Fairfax, Virginia: \$3,621 for a project to survey, appraise, and accession selected materials in private hands relating to the Federal Theatre Project of the New Deal.

City of Birmingham, Alabama: \$9,000 to survey, inventory and accession city records.

Sheldon Museum, Middlebury, Vermont: \$1,742 for a project to establish basic archival control of the manuscripts of the Museum.

Albany Institute of History and Art, Albany, New York: \$11,071 for an in-house program for conservation of archival and manuscript collections in the Institute's McKinney Library.

Archives of Industrial Society at the University of Pittsburgh, Pittsburgh, Pennsylvania: \$10,333 for the survey and appropriate accessioning of district records of the United Electrical, Radio and Machine Workers of America.

NHPRC's next deadline for submission of records grant proposals is February 1.

FOUNDATIONS' ASSETS DECLINE \$3 BILLION IN 2 YEARS

The recently published sixth edition of *The Foundation Directory* reports that the nation's major foundations sustained a \$3 billion or 9.5% reduction in the value of their assets during their latest recorded two fiscal years. The publication predicted a likely reduction in "the amount of real support that existing foundations can provide on a continuing basis over time" to their various charitable causes.

Among factors which contributed to the decline in assets were market conditions, investment income, inflationary rises in labor costs and the federal tax law's requirement that any foundation pay out annually 5 percent of assets or one year's net income in the following year, whichever is greater.

The Foundation Center's listing of the five largest foundations, by order of grants, for the latest available years showed, in thousands of dollars: Ford Foundation-\$172,995, Lilly Endowment-\$53,485, Rockefeller Foundation-\$35,206, Mellon Foundation-\$34,201, and Johnson Foundation \$33,303.

NARS & PAC IN WITTY, IRREVERENT APPROACHES TO ARCHIVES

Participants in SAA's Salt Lake meeting were among the first to view and applaud the National Archives' new animated film. The film is designed to interpret to lay audiences the purpose and functions of the National Archives. Entitled "Conquering the Paper Mountain," it covers the history of the nation's official records from colonial times to the founding of the National Archives in 1935, and beyond. The production was written by SAA Council member Frank G. Burke and produced by Albert Meisel. A 16mm print is available for purchase or rent from the National Audiovisual Center, GSA, Washington, DC 20409.

The Public Archives of Canada has chosen a King Kong look-alike to be the star performer in a series of "how not to do it" photographs. The photos include exhortations against using fountain pens, underlining, leaving material in light, propping books, and especially, eating bananas in the searchroom. Sample copies of the publication, *Fragile: Handle with Care*, are available from PAC, 395 Wellington Street, Ottawa K1A 0N3, ON Canada.

Drawing by Lorenz; © 1977, The New Yorker Magazine, Inc.



"By God, gentlemen, I believe we've found it—the Fountain of Funding!"

ARCHIVAL SECURITY NEWSLETTER

FINGERPRINTING WORKS OF ART

The theft of art objects and antiques, like the theft of archival materials, has become a serious problem in recent years (see *SAA Newsletter* May, 1977, p. 7). In fact, art theft ranks second only to narcotics traffic on the list of most frequently committed international crimes. One of the most challenging problems in the recovery of stolen art is identification. How do authorities prove that the item in question is indeed stolen property?

In an effort to provide a solution to this problem, a private firm in New York has established a service which will identify and register works of art and antiques. The process of registration by The International Art Registry Limited is conducted in the following sequence: 1) At least two photographs are taken. One photograph includes the entire work of art; the others are photographs of specially selected sections. 2) The section photos are then projected on a screen and a grid is superimposed. 3) The entire area within the grid is scanned for its unique characteristics which are then translated into digital information and fed into a computer. 4) Based on this information, the computer creates a printout of the scanning profile it has received. No two profiles are identical. If an IAR-registered item is stolen, the company immediately contacts national and international police agencies and provides them with a copy of the profile.

An illustrated manual describing in detail the process of taking photographs of antiques and works of art is available from the company for \$6.95. Additional information on the registry service is also available. Write the International Art Registry Limited, 111 John Street, New York, NY 10038.

EDITORIAL NOTE

Although the SAA Archival Security Program is supported by a grant from the National Endowment for the Humanities, the opinions expressed in the *Archival Security Newsletter* are those of the program staff and not of NEH.

OWNERSHIP OF MANUSCRIPTS

Marking offers one of the best means of protecting individual manuscripts against theft. Yet archivists will find it impossible to mark every item. Thus, no matter how conscientious the archivist is, the collections are still subject to theft. Should an item be discovered missing, the archivist should report it to the SAA National Register of Lost or Stolen Archival Materials. The Register is distributed to several hundred dealers and librarians three times a year and provides current information on what has been stolen.

Determining the exact nature of what has been taken can be a difficult task. Most institutions do not have lists of items of particular collections. Just as difficult is proving ownership of a particular document which is unmarked. Archivists should be conscious of the various kinds of item control in their repositories. Finding aids, accession records and call slips contain valuable information on specific items. Another good control is the photocopy record. Still another is the footnotes in scholarly articles citing the collections. One or all of these records can be used in court to prove that a particular item was in a repository before it was stolen. Such records will also assist manuscript dealers and law-enforcement officials in locating and identifying missing items.

25,000 REELS OF FILM ARE MISSING FROM FRENCH FILM INSTITUTE

Approximately half of the 50,000 films collected by the French Cinematheque, a world-renowned film institute, are missing. The films were taken by Henri Langlois, the founder and long-time head of the institute. He removed the films from the institute after being temporarily dismissed from his position in 1968. He approached trusted friends, pledged them to secrecy, and asked them to hide the reels, presumably to insure the "safety of the films. However, early this year Langlois died at the age of 62 without revealing the locations of the films. Officials at the Cinematheque have several clues and are trying to recover the missing reels.

ARCHIVAL SECURITY NEWSLETTER

REVOLUTIONARY WAR DOCUMENTS RECOVERED

A collection of Revolutionary War documents, stolen from Washington's Headquarters Historic Site at Newburgh, New York, was recently recovered in Raleigh, North Carolina. (See *SAA Newsletter* September, 1977, p. 6.) William H.A. Gelnaw, a student at North Carolina State University, has been charged with the theft.

Original reports had indicated that sixty-four items, including fourteen George Washington letters, had been stolen. But a search of Gelnaw's residence turned up 159 documents and 224 pieces of Confederate currency, all the property of the Washington Headquarter's Site. The majority of the items still bore accession numbers and were in acid free folders when seized. The materials were recently returned to their rightful owners.

Authorities in New York and North Carolina credit publicity of the loss as a major reason for the successful recovery of the materials. Numerous notices of the theft were distributed

to the manuscript trade and to libraries and archives throughout the country. On November 27, the Raleigh Police Department received an anonymous tip that Gelnaw was selling George Washington letters for \$2,500 each. Police reported that the tipster claimed to have seen some of the documents and that he believed them to be stolen. Based on this information, and that circulated by the Washington's Headquarters Site, police obtained a search warrant and arrested Gelnaw.

Gelnaw had been an employee at the Site for a brief time during the past summer. By the time the theft was discovered, he had enrolled at North Carolina State University. Gelnaw was a member of the NCSU fencing team and had been a member of the United State Olympic fencing squad from 1973 to 1977 and the 1974 U.S.A. World Fencing Championship team. After his arrest in North Carolina, he was extradicted to Orange County, New York to face charges. He is presently out on bond pending a grand jury hearing.

NARS RECOVERS CHURCHILL LETTER

The Eisenhower Presidential Library recently recovered a valuable letter written by Winston Churchill. The letter applauded President Dwight Eisenhower's plan to announce his Atoms for Peace proposal to the United Nations in December, 1953. Archivist Susan Jackson saw a description of the letter in an autograph dealer's catalog and she remembered that such a letter was missing from the C.D. Jackson file at the Library.

C.D. Jackson had been given the letter by Eisenhower after serving as his chief of staff and he had placed it in his files where it was found to be missing following his death in 1964. The Jackson papers were given to the Library in 1972.

It was feared that a lengthy and perhaps complex legal ordeal might be required to obtain the document. However, the records that had been kept by Jackson's secretary made it easy to prove beyond a doubt that the document did indeed belong in the Jackson papers and the dealer and the new owner of the document cooperated in returning it to Jackson's widow who forwarded it to the Library.

NEW SECURITY PUBLICATIONS

The security of archives, libraries and museums is the subject of a number of recent publications which will be of interest to archivists and curators:

Archives and Manuscripts: Security by Timothy Walch (Chicago: Society of American Archivists, 1977) \$3.00 to SAA members, \$4.00 to others. This manual covers the basics of archival security and was published as part of the SAA Archival Security Program.

Museum Security by Robert G. Tillotson, edited by Diana D. Menkes (Paris: International Congress of Museum, 1977) \$15.00. This volume is available from the American Association of Museums, 1055 Thomas Street, NW, Washington, DC 20007.

The Guarding of Cultural Property by William A. Bostick (Paris: United Nations Educational, Scientific and Cultural Organization, 1977). This volume will be available in the near future from UniPub, Box 433 Murray Hill Station, New York, NY 10016.

BOARD FOR ARCHIVAL CERTIFICATION PROPOSED

The Society's Education and Professional Development Committee has produced three major proposals during the past two years.

The first, guidelines for the content of graduate archival education, was adopted by the Council and published in the May 1976 *SAA Newsletter*. The second, a program for certification of individual archivists, was published in the July 1977 *Newsletter* and was the topic of a spirited debate in the pages of the September *Newsletter* and at a program session at the Society's Salt Lake meeting. Action on the program for individual certification has been deferred pending consideration of the third program proposed by the Committee, one for evaluation and accreditation of archival education programs which is reproduced below. The SAA Council and the Committee seek reactions of the membership to this accreditation program. Comments addressed to the executive director's office will be disseminated to the appropriate parties and included, if possible, in a COMMENTARY section in the March *Newsletter*. It is anticipated that final action on this proposal will be scheduled for 1979.

A DRAFT PROPOSAL

I. Board for Archival Certification

- A. The Board for Archival Certification (BAC) is responsible for the approval of archival education programs.
- B. The BAC will consist of 5 members, one selected by the Committee on Professional Standards, two by the Committee on Education and Professional Development, and two by the Council of the Society of American Archivists.
- C. The term of service on the BAC will be 3 years, with the exception of the initial BAC, in which one member will serve for one year, two members for two years, and two members for three years. The determination of which members will have the one, two, and three year terms will be by lot.
- D. The BAC will choose its chairman from among its members.
- E. Three members of the BAC will constitute a quorum.
- F. Decisions of the BAC will be by majority vote, and minutes shall be kept of all BAC meetings.

II. Visitation

- A. The Board for Archival Certification (BAC) or its designees, shall visit each program proposed for approval at the invitation of the institution of which the program is a part. Each visiting team will consist of no less than three persons. Any team member who supervises, works with, or otherwise maintains a personal connection with the program under review shall be removed from the team and a substitute designated by the BAC.
- B. Prior to the visit, a self-analysis of the program will be required of the institution.
- C. During the visit, interviews will be conducted with faculty, staff, administrators, students and other interested parties.
- D. Costs of the visitation, including expenses of the members of the visiting team, will be borne by the applicant institution. Costs shall not include expenses of normal meetings of the BAC.

III. Report

- A. The visiting team shall file a written report of its findings with the institution and the BAC.
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- B. The chief administrator of the program proposed for approval shall be given the opportunity to file a written response to the report within 30 days of its receipt and may withdraw the request for approval at any time prior to the approval decision.

IV. Determination

The Board will vote on approval no sooner than 30 days following the filing of the report but no later than 90 days thereafter. The institution shall be notified promptly of the BAC's decision, and given the reasons for the decision.

V. Appeal

- A. No later than 30 days from the date of an adverse decision, the institution may notify the President of the Society of American Archivists of its intention to petition for review of the decision, and not later than 60 days from the same date it shall submit documentation supporting such petition.
- B. The President of the Society of American Archivists, with the approval of the Council of the Society, shall then appoint a hearing panel of five persons, none of whom shall be members of the Board.
- C. The hearing shall be held at a mutually convenient time and place and shall be conducted in accord with due process.
- D. The panel will state its decision in writing, and that decision will be final.
- E. The status of the institution shall remain unchanged during the review and there shall be no public notice of the adverse decision until the review is completed and the panel has finally determined the matter.

VI. Duration

- A. Recognition shall be for a period not to exceed five years.
- B. Recognition may be extended for an additional five years upon submissions of evidence of continued compliance with BAC standards.
- C. The Board may request interim reviews of an approved program.

VII. Revocation

- A. Revocation of certification may be undertaken by the BAC at any time it determines that a program is not in substantial compliance with Program Standards for Archival Education.
- B. An institution whose approved program is under revocation review by the BAC will be notified of the pending action and will be given a written statement of the basis for the action. No public disclosure of the review will be made at the time.
- C. The institution will be given 30 days to file a response to the BAC's notice.
- D. After 30 days have elapsed, if no response from the institution is forthcoming, revocation will become final. If a response is received, the BAC will reconsider the question and make a final determination.
- E. The institution will be notified promptly of the BAC's decision.
- F. Appeal of revocation may be undertaken in accordance with procedures outlined in V above.

VIII. Publication

A list of approved programs will be published annually in the *American Archivist*.

PEOPLE PAPERS

Washington, D.C. Viola Ward, custodian of the National Archives films housed in Suitland, Maryland vaults, runs a private little greenhouse. Why such noticeably healthy plants? According to the *National Archives Newsletter*, Ward is in charge of inspecting highly flammable nitrate film. When she finds some that has deteriorated she puts it in a barrel of water until it can safely be disposed of. The nitrate-enriched water formerly was drained away as waste. Then Ward was inspired to use it as fertilizer for her plants. That's the moment her thumb turned green.

New York, New York A 2-page handwritten letter from President Richard Nixon to an Army general was sold at an auction recently for \$6,250. According to Charles Hamilton, the dealer involved, the sum was the highest ever paid for a letter whose author is still alive. The same sale also recorded a price of \$400 for a letter written by David R. Berkowitz, the suspect in the "Son of Sam" murders, to a woman who offered him a place to live if he were freed.

Cambridge, Massachusetts *The New Yorker* recently reported a visit to the Harvard Law School's new exhibit devoted to the memory of Felix Frankfurter in its "Talk of the Town" column. "Many of the chapters of this agile man's life have been laid out and put in spacious glass cases by Erika S. Chadbourn, the Curator of Manuscripts and Archives of the Harvard Law School Library. . . Mrs. Chadbourn, who calls her Frankfurter exhibit 'A Passionate Intensity,' has a passionate intensity of her own; she is a gracious, scholarly woman with a dogged determination to track down every scrap of available information about her chosen subjects. . . we found her enthusiasm as contagious as ever."

Washington, D.C. Alex Haley recently returned to the National Archives searchroom where in 1964 his work on *Roots* began. This time he came with an ABC television crew to film a documentary entitled *Search for Roots*. The cameras recorded the black author as he rediscovered the 1870 census sheet from Alamance County, North Carolina, which started his epic quest. Quick-thinking searchroom staffers ordered their own duplicates of the census page, then lined up to have Haley autograph them. In addition, he ordered 15 copies to present to members of the television cast.

Chicago, Illinois The perplexed and the curious often took pen in hand in the early part of the twentieth century to address inquiries to the head of the University of Chicago. An article written by Albert M. Tannler of the special collections staff of the Regenstein Library, published in the *University of Chicago Magazine*, reproduced a number of such letters received by previous University of Chicago administrations.

In response to a 1901 letter from Iowa, U. of C. President W.R. Harper replied, "I do not know of any period in the history of Palestine when there was no rain for seventeen hundred years. There is no historical record of this event."

The President's secretary fielded a request from Libby, McNeil & Libby asking which of the following was correct: Lamb's Tongues, Lambs' Tongues, Lamb Tongues, Lambs Tongues. The response favored number two.

Replying to the question of an Indiana man, President Harper wrote in 1904: "I can only tell you what I do with my own children. I place them in kindergarten at four years of age. I myself was able to read when I was five. I do not think there is any danger in this."

Houston, Texas William L. Rofes, manager-records analysis and control for IBM, was selected by ARMA to be the recipient of the 11th annual Emmett Leahy Award which recognizes excellence in records management. Rofes, a Fellow of the Society of American Archivists and co-editor of the Society's *Basic Glossary for Archivists, Manuscript Curators, and Records Managers*, was honored at ARMA's recent annual conference.

Sacramento, California Writing in the *Sacramento Bee*, California State Archives employee Joseph P. Samora described his work: "Archives is a foreign word to many people. It conjures up visions of dark, dusty catacombs where countless documents lie decomposing on rusty open shelves. But archives is not a graveyard for public records. To the archives professional and experienced researcher, archives has a far different meaning. It is a place or institution where papers relating to our roots and truths are stored, preserved and serviced. . . Archival documents exist not just for today, but live forever. That's my legacy and that's why I'd rather be archiving."

PEOPLE PAPERS

New York, New York Reporting on research in Ernest Hemingway's papers in the Kennedy Library, Aaron Latham suggests that although publicly Hemingway presented a he-man image, his unpublished works show him beset by conflicting ideas of masculinity and femininity. Latham's thesis is based largely on a 1200-page manuscript called "Garden of Eden" which he examined at the Library.

Latham's *New York Times Magazine* piece also printed Hemingway's unpublished parody of "Trees," an indication that the author had a sense of humor seldom evidenced in his books:

I think that I have never trod
On anything so swell as sod
Sod whose hungry heart extracts
The wisdom of the railway tracks
Sod that underneath the feets
Produces pumpkins trees and beets. . .
Trees are made by fools like God
Who pushes them up through the sod.

PAPERS OF SCHOOL CUSTODIANS ARE PUBLIC PROPERTY

The New York State Court of Appeals has upheld a lower-court decision that the business records of school custodians--whose operations have been the subject of several recent investigations--are public documents and not private property. The ruling, which was handed down in October by the state's highest court, came on an appeal by Robert Cappetta, former custodian of Far Rockaway High School, who attempted to block the district attorney from seizing his business records on the contention that he was a private contractor and not a public employee.

In its unanimous decision, the court said: "The records sought to be produced were those of the Board of Education, the employing institution, and hence were not petitioner's private property subject to his personal privilege against self-incrimination."

The SAA Newsletter is a bi-monthly publication of the Society of American Archivists. Copy deadline for the March 1978 issue is February 15.

NEW ARCHIVAL ORGANIZATIONS

World Council on Jewish Archives

At the initiative of the Israel Archives Association (IAA) and the Council of Archives and Research Libraries in Jewish Studies of North America (CARL), a World Council on Jewish Archives was established in August 1977 during the meeting of the World Union of Jewish Studies in Jerusalem.

Goals of the Council include promotion of the exchange of information on archival sources for the history of the Jewish people, encouragement of proper records management for records kept by Jewish communities, and insuring the permanent preservation of source materials originating in the activities of, or relating to, Jewish institutions and individuals and to encourage reproduction of records of special research value.

During the first two years of its life, the Council will be led by Michael Heymann, IAA chairman, and Herbert Zafren, CARL president. SAA Fellow Seymour J. Pomrenze will head the group's records management committee.

Friends of the Archives of Louisiana

The newly-organized Friends of the Archives of Louisiana held their first annual meeting in October in Baton Rouge. The goal of the Friends is to provide new and modern facilities for the preservation of the state's historical records which, they state, are rarely consulted by historians or anyone else at this time because of inadequate facilities.

Society of Mississippi Archivists

The first meeting of the 35 charter members of the Society of Mississippi Archivists was held on November 17. The members, who came from throughout the state, selected Robert Bailey of the Mississippi Dept. of Archives and History as interim chairman and Ronald Tomlin as secretary. They are planning a spring meeting, tentatively scheduled for Jackson.

NEW ALA GUIDE TO SCHOLARSHIPS AVAILABLE

Financial Assistance for Library Education has recently been released by the American Library Association. The publication is a compilation of awards available from state library agencies, national and state library associations, local libraries, and academic institutions offering undergraduate or graduate programs in library education. Single copies are available for 50¢ from LED, American Library Association, 50 E. Huron Street, Chicago, IL 60611.

PROFESSIONAL OPPORTUNITIES

It is assumed that all employers comply with Equal Opportunity/Affirmative Action Regulations.

CATALOGER, SPECIAL COLLECTIONS, Millersville State College. Qualifications: MLS degree and experience required; additional graduate work desirable; knowledge of German essential. Faculty rank. Salary: \$11,035-\$16,246/9 mo. D.O.E. Possible summer employment. Available January 24, 1978. Send resume by January 15 to Ray K. Hacker, Chairperson, Ganser Library, Millersville State College, Millersville, PA 17551.

ARCHIVIST, Schlesinger Library to process personal and family papers. Archival training or exper. required. Advanced degree in women's history or equivalent preferred. Position is funded by a grant for the period February 15, 1978 through August 31, 1979. Rank: Librarian I. Salary: \$11,150. Send letter of application and resume by January 16 to Archivist Search Committee, Schlesinger Library, Radcliffe College, 3 James St., Cambridge, MA 02168.

ARCHIVIST, New Brunswick, New Jersey, to organize and care for the archives of the Reformed Church of America; search out and acquire records and documents; administer a records management system within the denomination. Candidate should be trained and experienced in archival methods, alert to principles of records management, sensitive to and knowledgeable about the history and character of the Reformed Church in America. 2/3 or full-time position. Send resume and names of references by January 20, 1978 to Norman Kansfield, Western Theological Seminary, Holland, MI 49423.

DIRECTOR OF ARCHIVES, Salvation Army Archives and Research Center, to plan and administer all archival services and resources, including development of policies and procedures for appraisal, transfer, processing, preservation and reference of records; preparation of budgets, grant proposals and publications; supervision of staff. Qualifications: Graduate degree in history or related fields, preferably U.S. religious or social history; archival training; five yrs. progressively more responsible exper. in archival administration; demonstrated administrative and leadership skills. Avail. immediately. Salary commensurate with qualifications and exper. Send two copies of letter of application, resume and names of references to Christine E. McMillan, The Salvation Army Archives and Research Center, 120 W. 14th St., New York, NY 10011.

ARCHIVIST, University of Wisconsin-Parkside, to serve as Associate Director of an NHPRC-funded survey of manufacturing firms in the Racine-Kenosha area. Survey will include the development of the survey instrument, procedures for securing the information, and the preparation of reports based on the survey. Qualifications: Graduate degree in the social sciences or library science; archival and records management training or exper.; ability to work with business and academic community. Knowledge of business and/or Wisconsin history desirable. One-year position with possibility of continuing employment. Salary range: \$12,000-\$14,000. Position available March 1, 1978. Send vita and letters of support by February 1, 1978 to Nicholas C. Burckel, University of Wisconsin-Parkside, Kenosha, WI 53141.

DIRECTOR OF CONSERVATION, New England Document Conservation Center, to assume overall responsibility for programs of administratively reorganized Center, including preservation workshop, testing of materials, consultative and emergency aid, and microfilm services; direct supervision of all functions of conservation workshop. Qualifications: Degree in chemistry, physics, history of art, or museum science; certificate in conservation or equivalent; general knowledge of preventive conservation; at least 5 yrs. in practical conservation of library and archival materials or museum objects, including successful supervisory or management exper. Staff of 15-20. Salary: minimum \$23,000; negotiable. Send resume with references by January 31 to Mary McKenzie, Executive Director, NELB, 231 Capitol Ave., Hartford, CT 06115.

TEACHER, HISTORICAL AND ARCHIVAL ADMINISTRATION, Wright State University, to teach professional courses in the management and interpretation of history museums and preservation and interpretation of historic sites and buildings. Topics to be covered include the preparation of exhibits, the management of staff and budgets for historical societies and museums, editing of historical publications, management of historic restoration districts and other related subjects. Teaching survey courses in American history also required. Qualifications: PhD in American history; administrative exper. in a history museum, historical society or related institution. Salary negotiable. Direct inquiries and applications to Chairman, Search Committee, Department of History, Wright State University, Dayton, OH 45435.

OPPORTUNITIES

DIRECTOR OF HISTORICAL ARCHIVES, Yad Vashem Holocaust Remembrance Authority, Jerusalem, Israel. Qualifications: PhD in Modern history and/or archivist title. Exper. in directing historical/archives or research projects preferred. Knowledge of Hebrew, German, Yiddish, Slavic languages and English. Apply by February 15, 1978 to Yad Vashem, P.O. Box 3477 Jerusalem, Israel.

ARCHIVIST, MUNICIPAL RECORDS SURVEY, State Historical Society of Wisc. to inventory city records and prepare municipal records manual with grant funded through December 31, 1979. Qualifications: BA in Amer. history or social sciences. Masters degree and archival training or exper. preferred. Salary \$11,200. Application deadline January 31, 1979. For application information, write M. James Severa, Personnel Officer, 816 State St., Madison, WI 53706.

SUPERVISORY LIBRARIAN, Reference and Reader Service Section, Library of Congress, to plan, direct and supervise the work of the Section staff; interview researchers and approve applications to consult manuscript sources; instruct researchers on use of the collections. Qualifications: Master's degree in Amer. history required; training in library and archival sciences. 3 yrs. of progressively responsible related exper., 1 yr. of which must have been at a level comparable to that of a GS-12. Civil Service status not required. GS-13 (1410-13-2529S) Salary: \$26,022-\$33,825. Apply by announcement number (5241) on SF171 to Library of Congress, Recruitment and Placement Office, Washington, DC 20540.

EXPANSION OF SAA PLACEMENT SERVICE ANNOUNCED

The SAA Executive Committee recently approved an expansion of the Society's placement service to be in effect by March 1978.

A new feature of the placement service will be the bimonthly "Employment Bulletin," a listing of all new professional vacancies registered with the placement service. The "Employment Bulletin" will be mailed to all placement service participants during the months of February, April, June, August, October, and December, and will supplement the bimonthly *SAA Newsletter*. Members who are not participating in the placement service, but who wish to receive the "Employment Bulletin," should send a stamped self-addressed envelope to the SAA headquarters office for each issue they wish to receive.

A second feature of the placement service will

CANDIDATES

FREE-LANCE, CONTRACT OR PERMANENT POSITION desired in archives, museum, library, records office, or historical society. MLS/AB history. Archives certificate. Exper. in research, editing, and photograph cataloging. Reading knowledge of French. Prefer Philadelphia/South Jersey area. Avail. immed. A-353.

POSITION IN SPECIAL COLLECTIONS in university or historical society as head of dept. or mss. section sought. MA in Amer. history, MA in history museum training. 10 yrs. exper. in mss./archives acquisitions, arrangement, cataloging, preparation of finding aids and reference. Exper. in micropublication, editing, teaching and managing special collections dept. A-288.

BUSINESS ARCHIVIST wishes to relocate to the New York-New England area. Undergraduate degree in history. Certificate in archival administration from the University of Denver. 7 yrs. exper. as business archivist. A-369.

ARCHIVIST OR MANUSCRIPT CURATOR position desired. Experience in inventorying collections; processing archival materials, manuscripts and photographs; writing finding aids; researching, developing and assembling exhibits; reference service; historical research; translating Spanish documents and manuscripts; writing and editing historical publications. A-370.

All resumes are available from the office of the executive director

be the "Candidate Register," a listing of the qualifications of each of the participants in the placement service. The "Candidate Register" will be sent to each employer listing a vacancy with the Society. Candidates will be identified on the register by means of a number assigned by the placement service. Employers requesting additional information regarding candidates will receive the candidate's resume from the SAA headquarters office. Because all interested employers will receive the "Candidate Register," listings of candidates in the *SAA Newsletter* will be discontinued after the January 1978 issue.

SAA individual members and all employers may participate in the placement service without charge; the cost to non-members is \$20 per year. Placement forms may be obtained from Deborah Risteen, SAA headquarters office.

SAA Newsletter

Ann Morgan Campbell, Executive Director (312) 996-3370
Society of American Archivists, The Library, Post Office Box 8198
University of Illinois at Chicago Circle, Chicago, Illinois 60680

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TIME VALUE MAIL

COUNTRY MUSIC

OPRY TICKETS NOW ON SALE

For those who intend to go to the Grand Ole Opry during the week of the annual meeting, tickets should be ordered as soon as possible.

The October 6th show which begins at 7:30 p.m. costs \$6.00 per ticket. Reservations should be made by sending your money directly to the Opry's ticket office. All checks and money orders should be made payable to Grand Ole Opry. The address is The Grand Ole Opry Ticket Office, 2800 Opryland Drive, Dept. D, Nashville, TN 37214.



Ya'll Come!